

03

16 DEC 1974

MEMORANDUM FOR: Director of Logistics

ATTENTION : Plans and Programs Staff, OL

SUBJECT : Cost Reduction and Anti-Inflation Efforts

REFERENCE : Multiple adse memo dtd <sup>17 Dec</sup> ~~4 Nov~~ 74 fm D/L,  
subject: Material for Presentation at  
the Winter Conference of Deputy Directors

1. Herewith is a summary of suggested methods or ideas which have currently been implemented by Personnel and Training Staff (P&TS) or could be considered for future implementation in cost reduction or anti-inflation efforts. P&TS is unable to provide an up-to-date summary of the methods previously suggested as contained in DD/A memorandum, dated 4 November 1974, dealing with reduction of daily operating costs because we just recently received a copy.

Anti-Inflation Measures

✓ Use reverse side of obsolete or outdated forms for writing drafts.

✓ Use the back of Memorandum of Call pads, SF 63, for notes. Also suggested that the pads be printed on both sides so they could be used over.

✓ Screen outgoing documents to determine whether they really need envelopes.

✓ Reuse of envelopes.

Use half page memorandum form for informal or internal memoranda.

Problems and/or Suggested Improvements

P&TS has been using the back of outdated "blue sheets" for this.

Not currently accepted or observed.

Try to cut back on overall use of envelopes.

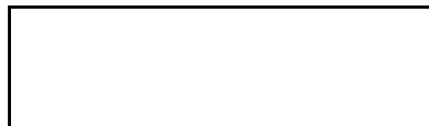
Position address near the top and work down. Write smaller. Preprint envelopes in a style like that currently used for Official Personnel Files. Use of labels which could be peeled off the envelope after use.

Not found in stock any longer.

SUBJECT: Cost Reduction and Anti-Inflation Efforts

<u>Anti-Inflation Measures</u>	<u>Problems and/or Suggested Improvements</u>
Mandatory reduction in distribution of newspapers and periodicals. ✓	Customer resistance.
Relax typing format to permit Xing and pen and ink changes.	Reluctance on behalf of supervisors to accept change in format.
X Early consideration on use of flex time.	Currently awaiting results of internal pilot programs.
X Reduce reimbursement on local travel.	Resistance by those currently eligible. Make greater use of shuttle system.
X Reduction in TDY travel.	Require more thorough justification for TDY travel.
X Approach Civil Service Commission with proposal that Step Increases no longer, in effect, be "automatic" but competitively earned and not exceed 50 percent of work force.	Majority of PSIs are awarded without adequate evaluation of an employee's total work performance in relation to overall requirements of the position.
X Require reduction in grade or reassignment for any personal rank assignment that exceeds 2 years.	Resistance of individual involved. Would compel better utilization of manpower.
do Stress the cost of personal calls made on Agency lines.	Outside calls now cost 8 cents. There is a lack of accessible pay phones.
Reexamine the idea of an executive motor pool rather than using assigned drivers.	Resistance by top echelon management.
X Develop a voluntary system that would permit employees, without prejudice, to realistically identify slack time or nonproductive methods.	Distribute slack time to fill outstanding requirements. Reluctance by supervisors and practical implementation.

2. The above suggested measures are the result of a concerted effort by P&TS.



Chief, Personnel and Training Staff, OL

STAT